

**OBTAINING A
BUILDING PERMIT
IN THE
ELECTORAL AREAS
OF THE
COMOX STRATHCONA REGIONAL DISTRICT**



Comox Strathcona
REGIONAL DISTRICT

PERMIT GUIDE

for the

COMOX STRATHCONA REGIONAL DISTRICT

The purpose of this booklet is to:

- advise you about the applicable regulations within the Comox Strathcona Regional District regarding construction, repairs, alterations or additions to buildings and structures; and
- assist you with the preparation of your permit application.

This booklet is intended as a guide only and does not replace current bylaws and regulations. Complete copies of applicable CSRD bylaws may be obtained from the Building Department or downloaded from this site.

The owner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and other applicable regulations.

Design and construction of buildings and structures in the CSRD are governed by the following:

- Local Government Act
- British Columbia Building Code, 2006 Edition
- Comox Strathcona Regional District Building Bylaw No. 2546, 2003
- Campbell River Area Zoning Bylaw (#1404)
- Floodplain Management Bylaw (#1836)
- Rural Land Use Bylaw (#1460)
- Official Community Plans (OCPs): Oyster Bay – Buttle Lake (#1857) Rural Comox Valley (#2042)

TABLE OF CONTENTS

PERMITS

What work requires a permit?.....	1
What work does not require a permit?	1
How do I obtain a permit?.....	2
What information must I submit with my permit application?.....	2
What other documentation may be required?.....	5
How long does it take to process my permit application?.....	5
What will my building permit cost?.....	5

CONSTRUCTION AND INSPECTIONS

What happens when my permit is approved?.....	6
How long is my permit good for?.....	6
What inspections are required?.....	6
How do I obtain inspections?.....	7
How do I obtain an Occupancy Permit?.....	7
Information required for final inspection & issuance of an Occupancy Permit.....	8
Guidelines for building permit application drawings.....	8

SAMPLE DRAWINGS

Site Plan.....	9
Cross Section.....	9
Lower Floor.....	10
Upper Floor.....	10
Side Elevations.....	11
Front Elevation.....	12
Rear Elevation.....	12
Footing Detail.....	13
Contact information.....	14

This guide has been prepared to assist applicants in obtaining permits for building projects. By following this guide, applicants can complete the permit process in an efficient manner and avoid unnecessary delays and expense. Should you find that this guide does not answer your specific question, or for information concerning commercial projects, please contact the CSRD Building Department.

What work requires a permit?

You will need a building permit when you wish to:

- construct any new building or structure;
- construct a new accessory building;
- make alterations, or repair an existing building or structure;
- complete a previously unfinished area in an existing building, e.g., a recreation room or bathroom;
- demolish or relocate a building or structure;
- locate or relocate a manufactured home on a lot;
- remodel or construct a deck with an elevation above grade greater than 600 millimeters;
- construct a swimming pool;
- install or alter plumbing within a building or structure or on a property;
- connect to a sanitary or storm sewer system or water system;
- install a new chimney or fireplace;
- install an unused wood stove, fireplace insert or other wood burning appliance;
- change the use of a building;
- install an irrigation or automatic sprinkler system.

You may not start any stage of a project, including demolition or excavation, until a building permit has been obtained.

What work does not require a permit?

Non-structural or minor modifications that do not require a permit, including:

- installing cupboards;
- roofing repairs or replacements (providing that no structural changes are made);
- exterior finish repair or replacement (e.g., stucco or siding, providing that no structural changes are made);
- landscaping or sidewalks;
- fences;
- retaining structures less than 1.5 metres in height ;
- constructing a storage shed less than 10 square metres in size;
- breakwaters, seawalls and measures employed to protect property from the sea or any lake, swamp, pond or watercourse;
- 1 storey additions to, mobile homes supported on longitudinal floor beams, which total less than 15 square metres in area;
- alterations or repairs to masonry fireplaces and chimneys or wood stove, fireplace insert or other wood burning appliance;
- polyethylene film covered greenhouses;

- low human occupancy farm buildings located on land assessed as farm land.
- when a plumbing valve, faucet or fixture is replaced or repaired, a stoppage cleared or a leak repaired if no change in piping is required;
- when a sprinkler head or valve is replaced or repaired, a stoppage cleared or a leak repaired if no change in piping is required.

If you are unsure whether your project will require a permit, call the Building Department.

How do I obtain a building permit?

Building permits are only issued when:

- a completed application and support documentation is submitted;
- the proposed work substantially conforms with the Building Code, the building bylaw and any other applicable bylaws or enactments;
- all the fees are paid;
- no enactment, covenant or regulation of or in favour of the CSRD authorizes the permit to be withheld;
- the owner has retained a professional engineer if required;
- the owner has retained an architect if required.

Apply in person or by representative to the CSRD Building Department:

600 Comox Road

Courtenay, B.C. V9N 3P6

Tel: 250-334-6000

Toll Free: 1-800-331-6007 (within area code 250)

Fax: 250-334-8156

Email: building@rdcs.bc.ca

What information must I submit with my permit application?

In addition to an application form completed and signed by the property owner or representative, and a copy of a title search, applicants must submit 2 fully detailed sets of drawings, drawn to scale with the following information depending upon the type of work to be done: (Refer to the Building Bylaw for detailed information.)

Applicants may draw the required plans themselves or seek the help of a qualified person. Plans must be drawn to scale, be clear, durable and indicate the nature and extent of the work. Please refer to the sample drawings provided in this guide for examples of typical plans. For repairs only, drawings are not required in some cases. Please consult with the Building Department.

Complex Building

Eg. Church, Community Hall, Extended Care Residential, Restaurant/Pub

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Planning review
- *Filing of Sewerage System* (new systems) or a report from a registered on-site waste water practitioner (existing systems)
- Site Plan/BC Land Survey Certificate
- Foundation and Floor Plans

- Cross Sections (showing all structural details and finishes)
- Elevations (all sides of the building)
- Details at appropriate scales
- Schedule A - *Confirmation of Commitment by Owner and Coordinating Registered Professional*
- Schedule B-1 - *Assurance of Professional Design and Commitment for Field Review* from each registered professional
- Schedule B-2 - *Summary of Design and Field Review Requirements* from each registered professional
- *Assurance Of Professional Liability Insurance* from each registered professional

Standard Building (means a building of 3 storeys or less in building height, not exceeding 600 square metres in building area)

Eg. *One and Two Family Dwellings, Shops, Stores, Mini Warehouse, Garages, etc.*

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Planning review
- *Filing of Sewerage System* (new systems) or a report from a registered on-site waste water practitioner (existing systems)
- Site Plan/BC Land Survey Certificate
- Floor Plans
- Cross Section (showing all structural details and finishes)
- Elevations (all sides of the building)
- Details at appropriate scales
- Foundation Design prepared by a registered professional
- Schedule B-1 - *Assurance of Professional Design and Commitment for Field Review*
- Schedule B-2 - *Summary of Design and Field Review Requirements*
- *Assurance Of Professional Liability Insurance* from the registered professional

Detached Garages and Carports less than 55 square metres in area

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Planning review
- *Filing of Sewerage System* (new systems) or a report from a registered on-site waste water practitioner (existing systems)
- Site Plan

Modular Homes

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Planning review
- *Filing of Sewerage System* (new systems) or a report from a registered on-site waste water practitioner (existing systems)
- Foundation Design prepared by a registered professional
- Schedule B-1 - *Assurance of Professional Design and Commitment for Field Review*

- Schedule B-2 - *Summary of Design and Field Review Requirements*
- *Assurance Of Professional Liability Insurance* from the registered professional
- Manufacturer's Specification Sheet

Pools

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Planning review
- *Filing of Sewerage System* (new systems) or a report from a registered on-site waste water practitioner (existing systems)
- Site Plan
- Floor Plans
- Cross Section (showing all structural details and finishes)
- Elevations (all sides of the above ground pool)
- Details at appropriate scales

Plumbing Systems

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Drawings containing information required by section 2.2.6.1.(1) in Part 2 of Division C of the Building Code.

Automatic Sprinkler Systems

- *Owner's Acknowledgment of Responsibility and Undertakings*
- Drawings containing information required by section 2.2.3.2. in Part 2 of Division C of the Building Code.
- Schedule B-1 - *Assurance of Professional Design and Commitment for Field Review*
- Schedule B-2 - *Summary of Design and Field Review Requirements*
- *Assurance Of Professional Liability Insurance* from the registered professional

What other documentation may be required?

The following additional information may need required in support of your application. Please consult the Building Department for the specific requirements of your project. See the end of this guide for contact information.

- A copy of the current Certificate of Title
- You will need a *HPO Registration Form* or an *Owner Builder Declaration and Disclosure Notice* from the Homeowner Protection Office to construct a building that includes or will include a residential occupancy.
- You will need an electrical permit to install electrical facilities or a service connection.
- You will need a gas permit to install gas facilities or a service connection.
- You will need an Access Permit from the Ministry of Transportation to access your property off a numbered highway.
- The CSRD will issue a new house number (street address) if you are building on vacant property.
- A certified plan showing engineered construction details is required for structural components of buildings that have concentrated loads, cantilevers, interconnected structural components, unconventional loadings or consist of proprietary wood products (microlams, parallams, teclams, TJI floor systems, foam wall systems, etc.).
- You will need an architect or professional engineer to prepare drawings, specifications or reports if, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed work will be structurally sound or substantially comply with the Building Code.
- It is the responsibility of the applicant, owner or agent, to ascertain whether there are any restrictive covenants, easements or rights of way registered against the property. If an easement or right of way exists they must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required. For more information, contact the Land Title office noted at the end of this guide.

How long does it take to process my permit? Your application will be reviewed to ensure that the proposed work substantially complies with the building code and zoning bylaws, and that all collateral approvals from applicable agencies have been received (e.g., Homeowner Protection office). The “turn around time” will vary based on the fluctuations that occur in the number of applications received. Please contact the Building Department to determine how long it will take to process your application. You must not start work until after the building permit is issued.

What will my building permit cost? Building permit fees are based on the estimated value of construction. A schedule of the fee calculation is available in section 17.0 Fees and Charges of the Building Bylaw.

What happens when my building permit is approved? When your permit is approved you will be contacted to pay the permit fee and pick up your building permit package. This package contains a Building Permit, set of plans (stamped by the CSRD), inspection requirements and other applicable handouts.

A house number (street address) will be assigned.

At this point you may begin construction. To make minor changes to the plans requires the prior approval of the Building Inspector. More significant changes may require you to apply for a new permit or an amendment to your existing permit.

How long is my permit good for? Every *permit* expires if the work is not commenced within 6 months, discontinued for 12 months or the work is not completed within 24 months from the date of issuance of the *permit*

The **Expiry Date** of the permit is calculated from the “**Date of Issue**” or “**Date of Extension**” of a permit or the “**Date of the Last Inspection**” and the date, which sets the higher standard, shall prevail.

What inspections are required?

- *Siting Inspection* - When the excavation and the footing forms are complete.
- *Dampproofing and DRAINTILE Inspection* - When foundation is dampproofed, and drain tile complete with drain rock and the roof drainage system is installed prior to backfilling.
- *Chimney Inspection* - Inspection of rough in is required for new masonry chimneys and fireplaces, for unused factory-built chimneys and fireplaces and woodstoves.
- *Plumbing Inspection* - Inspection of rough in is required for all drains, vents and water piping.
- *Framing and Sheathing Inspection* - Siting approval is required as a condition of inspection. When framing, sheathing, doors and windows are complete prior to application of insulation and exterior cladding. All

interior work that may alter the quality of the framing such as plumbing, electrical and duct work must be completed before requesting the frame inspection.

- Insulation and Vapour Barrier - Receipt of Mechanical Ventilation Checklist is required as a condition of inspection. When all thermal insulation and vapour barriers are complete and prior to the application of the interior wall finish.
- Final Inspection - When all construction is complete and the building is ready for occupancy.

How do I obtain inspections?

Contact the Building Department to request an inspection. It is the responsibility of the owner or their agent to ensure that the required inspections are requested. Requests for inspections must be received 24 hours in advance of the desired inspection date. When calling for an inspection please have the following information available:

- address of construction;
- type of inspection requested;
- permit number;
- day inspection is requested.

In order to avoid unnecessary delays, inspection rejections and payment of re-inspection fees, please ensure that:

- all work to be inspected is completed and ready for inspection;
- the approved construction drawings are available on site for all inspections;
- the building inspector is able to obtain reasonable access to the building for inspection;
- if the building is occupied, someone is on the premises at the time of the inspection;
- construction work does not proceed beyond the stages indicated for each inspection without prior written approval from the building inspector;
- occupancy of the building does not occur prior to the issuance of an Occupancy Permit.

Please note that under Section 700 of the Local Government Act, the CSRD Board may authorize building officials to register a *Notice on Title* for properties where work has not been inspected satisfactorily during construction (e.g., inspections not called for or carried out and work has been covered).

How do I obtain an Occupancy Permit?

An Occupancy Permit may be issued when all the work is complete prior to occupancy of the building.

An **Occupancy Permit** will be withheld if:

- a permit is expired;
- there are any outstanding deficiencies recorded by the building inspector or other inspection authorities;

- the building or part thereof does not substantially comply with the health and safety requirements of the Building Bylaw and other applicable enactments respecting safety.

Information required for final inspection and issuance of an Occupancy Permit.

1. All work completed.
2. Proof of compliance to:
 - a) *Electrical Safety Act*;
 - b) *Gas Safety Act*; and
 - c) *Health Act*.
3. Schedule C-B for each registered professional.
4. Schedules C-A for the coordinating registered professional.
5. Test certificates for:
 - a) fire alarm system;
 - b) automatic sprinkler system;
 - c) commercial cooking hood extinguishing system;
 - d) backflow preventer; and
 - e) fire hydrant flows.

Guidelines for building permit application drawings.

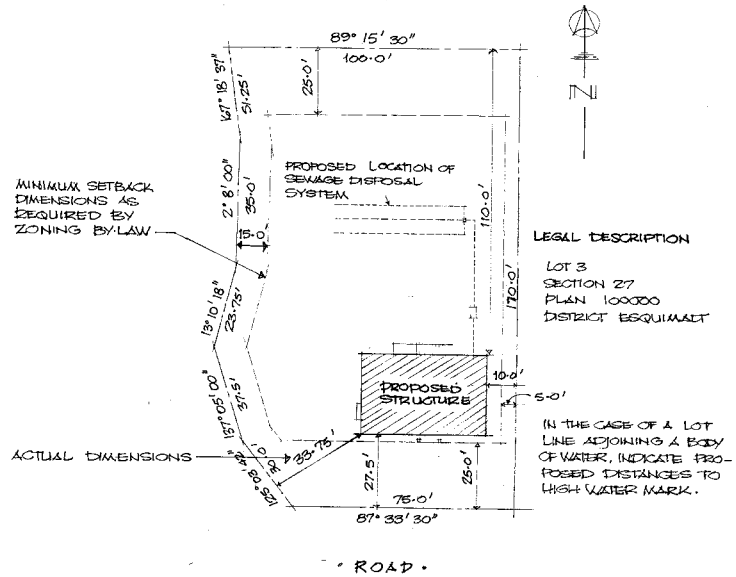
The following examples of drawings are for guidance only, and should not be reproduced for building permit applications. The extent of the work that you propose may require more or less information than is shown on these examples. You are advised to contact your Building Inspector early in the process if you are not familiar with preparing construction drawings and wish to produce them yourself.

Drawings may be submitted in either metric or imperial units. Two copies of all drawings are required. All drawings must be clear and legible. Mirror image drawings will not be acceptable. Except for the site plans, single line drawings are not acceptable.

Drawings must be drawn to scale. The following scales are recommended:

	Metric	Imperial
Site Plan	1:200	1/16" = 1'
Floor and Foundation Plans	1:50	1/4" = 1'
Elevation Plans	1:100	1/8" = 1'
Section Plans	1:25	1/2" = 1'

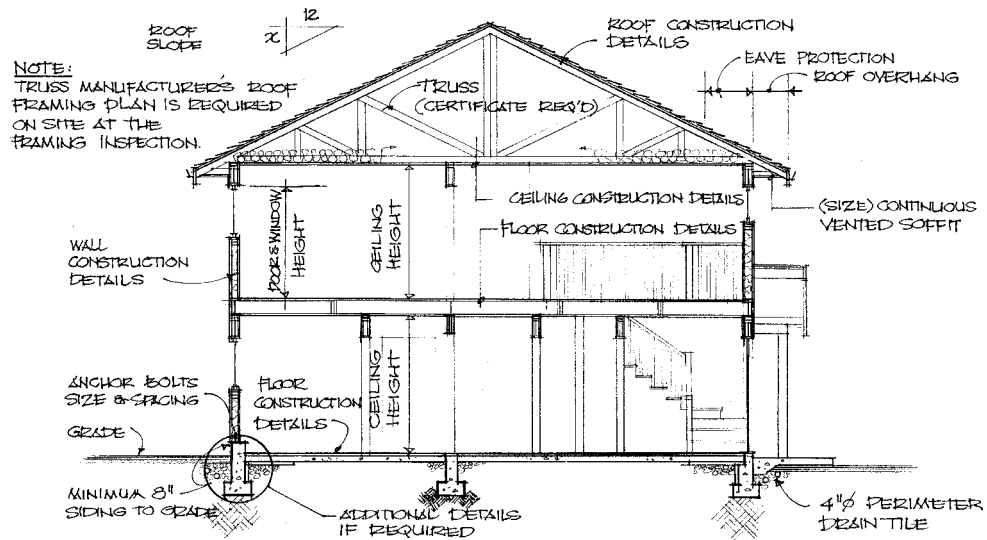
SAMPLE DRAWINGS



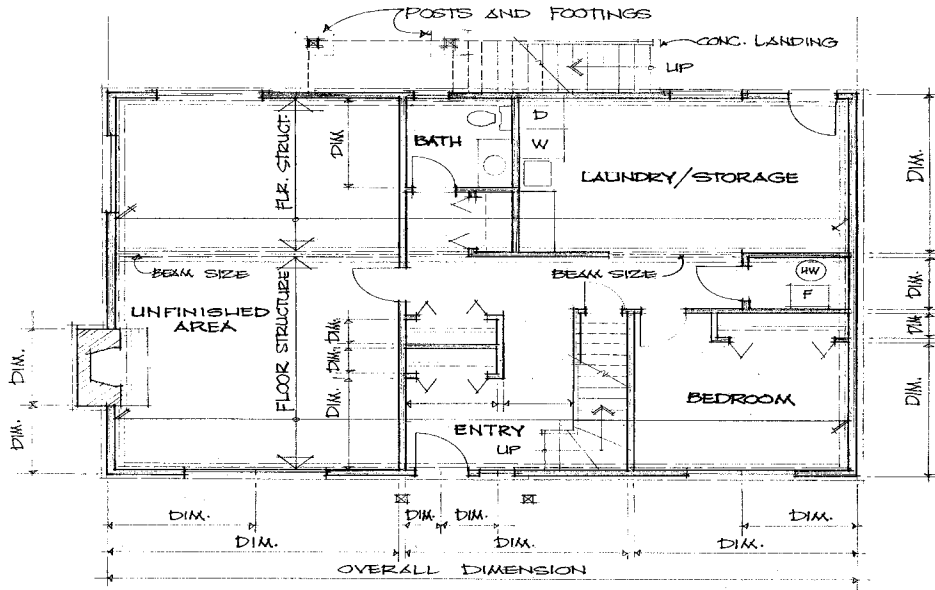
ADDRESS:
FOR:

ALL SITE PLANS MUST SHOW ALL BUILDINGS (EXISTING AND PROPOSED) AND ALL SETBACKS FROM PROPERTY LINES.

SITE PLAN



CROSS SECTION



FOUNDATION / LOWER FLOOR PLAN.

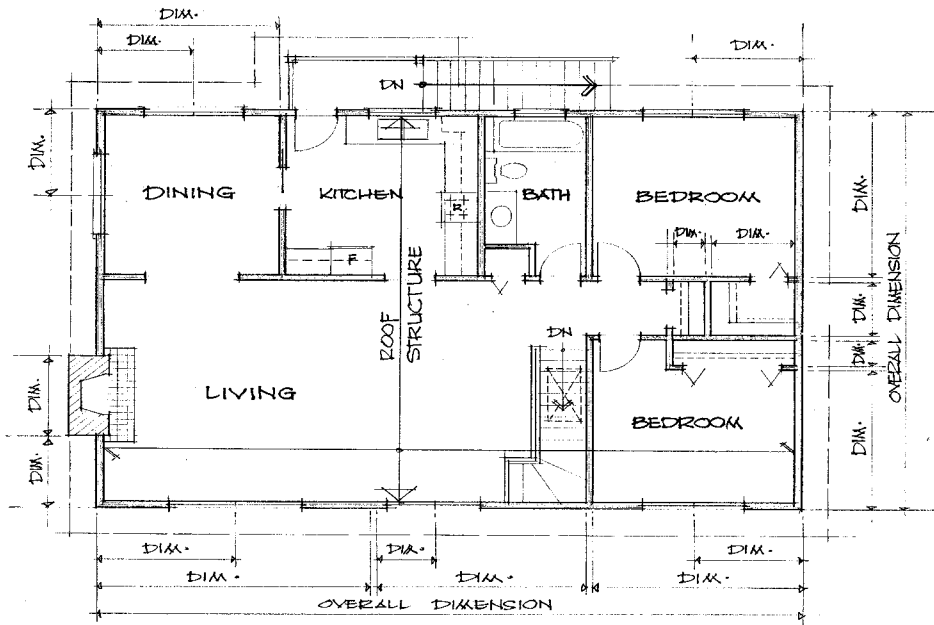
SCALE 1:50 (1/4" = 1'-0")

AREA: _____

SHOW: (TYPICAL ALL FLOORS)

- ROOM USES
- LOCATION OF PLUMBING FIXTURES, APPLIANCES, FIRE-PLACES AND HEATING SYSTEM.
- LOCATION & SIZE OF WINDOWS AND DOORS, INCLUDING DOOR SWINGS
- AREA EACH FLOOR
- FRAMING OF FLOOR/CEILING OVER INCLUDING JOIST AND BEAM SIZES.

LOWER FLOOR

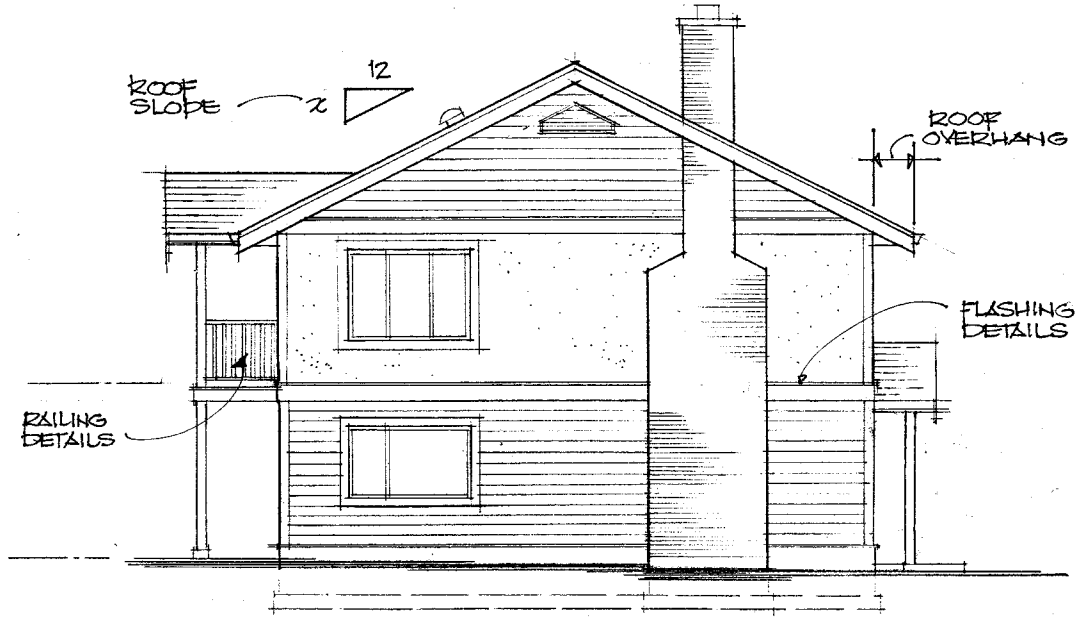


UPPER FLOOR PLAN.

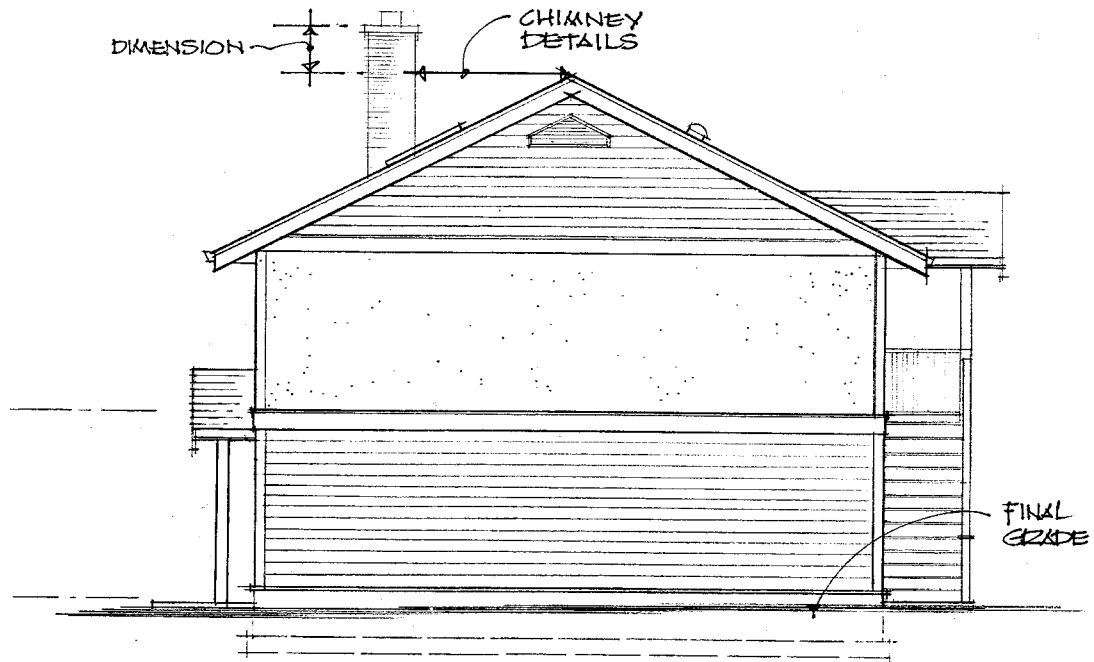
SCALE 1:50 (1/4" = 1'-0")

AREA: _____

UPPER FLOOR



SIDE ELEVATION

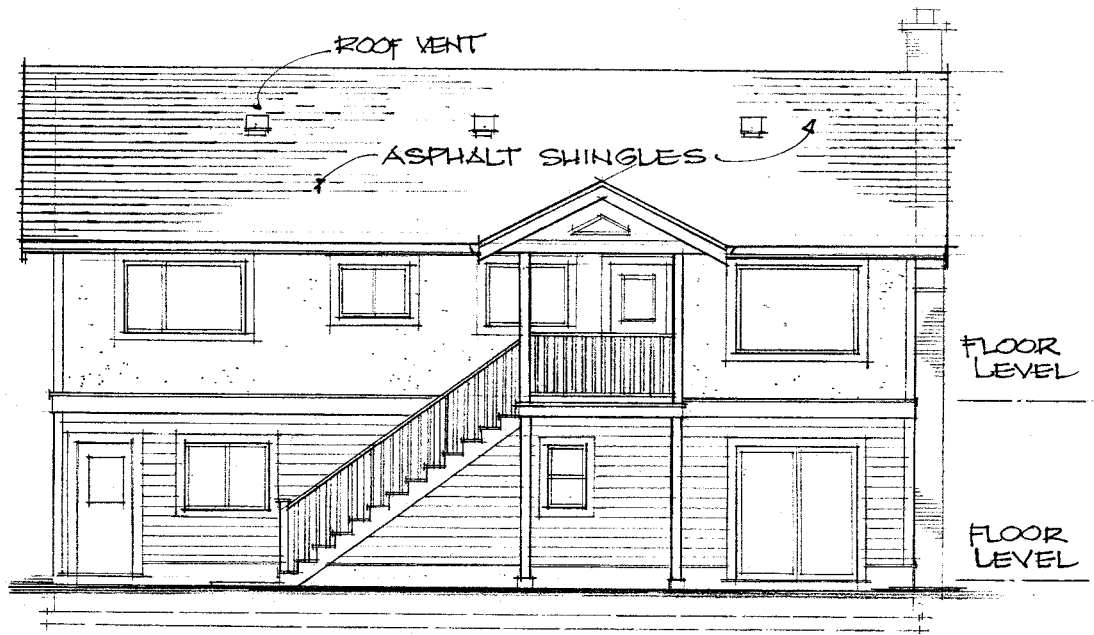


SIDE ELEVATION

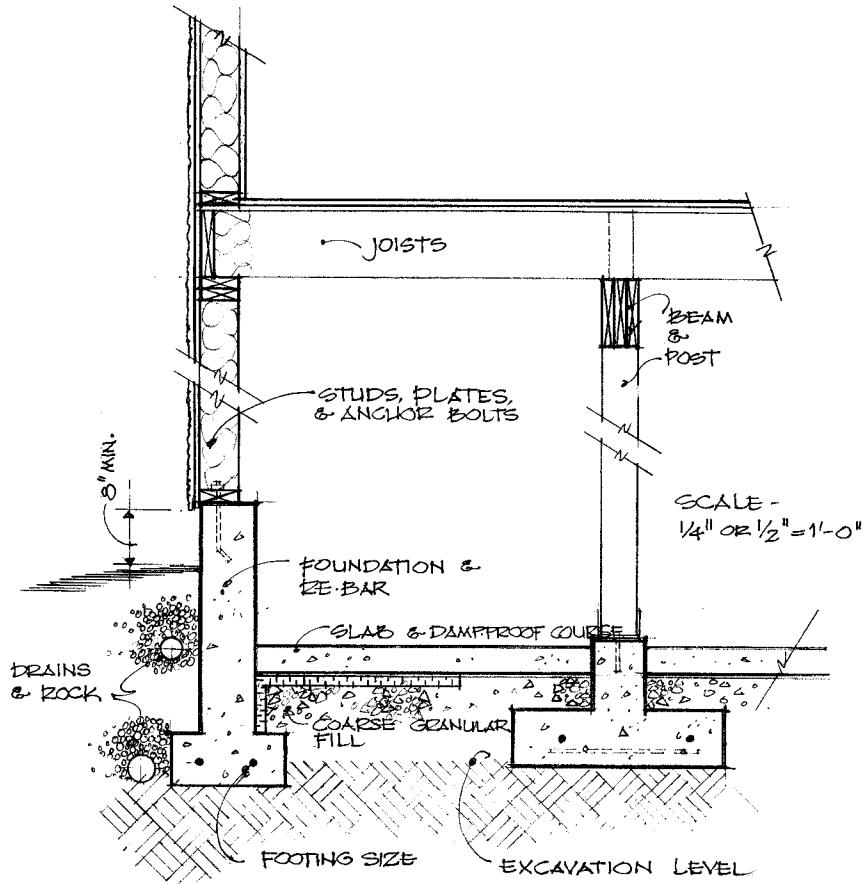
NOTE:- FLASH TOP OF ALL WINDOWS, DOORS, & HORIZONTAL JOINTS



FRONT ELEVATION



REAR ELEVATION



FOOTING DETAIL

CONTACT INFORMATION**Home Warranty Program**

Homeowner Protection Office
2270 – 1055 West Georgia Street
PO Box 11132, Royal Centre
Vancouver BC V6E 3P3
Tel: 604-646-7055
Fax: 604-646-7051
Toll-free: 1-800-407-7757
Website: <http://www.hpo.bc.ca/>

Land Use, Planning and Zoning

Comox Strathcona Regional District
600 Comox Road, Courtenay, B.C. V9N 3P6
Tel:(250-334-6000
Fax: 250-334-8156
Toll-free: 1-800-331-6007
Email: planning@rdcs.bc.ca
Website: <http://www.rdcs.bc.ca>

Electrical and Gas Permits

Ministry of Community, Aboriginal and
Women's Services
BC Access Centre
2500 Cliffe Avenue, Courtenay BC V9N 5M6
Tel: -250-897-7533 (Electrical)
Tel: 250-897-7531 (Gas)
Fax: 250-334-1209
Website: <http://www.gov.bc.ca/>

Access Permits

Ministry of Transportation
550 Comox Road
Courtenay BC V9N 3P6
Tel: 250-334-6951
Fax: 250-334-1291
Website: <http://www.gov.bc.ca/th>

**Property Registration, Easements,
Right-of-Ways or Restrictive Covenants**

Victoria Land Title Office
850 Burdett Avenue
Victoria, BC V8W 1B4
Tel: 250-387-6331
Fax: 250-356-6060
Toll-free: 1-800-663-7867 (Enquiry BC)
Website: www.ag.gov.bc.ca
Or con tact your local Government Access
Center

Sewerage Filings

Vancouver Island Health Authority
PO Box 400, 2660 Dunsmuir Avenue
Cumberland, BC V0R 1S0
Tel: 250-336-3202
Fax: 250-336-2815
Suite 200-1100 Island Highway
Campbell River, BC V9W 8C6
Tel: 250-287-2818
Fax: 250-287-2822
Toll-free: 1-800-663-7867 (Enquiry BC)